

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN PARTICIPATING JURISDICTIONS**  
**FOR THE**  
**CAPITAL AREA**  
**METROPOLITAN PLANNING ORGANIZATION**

March 2003

# CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION

## MEMORANDUM OF UNDERSTANDING CONCERNING TRANSPORTATION PLANNING FOR THE JEFFERSON CITY, MISSOURI AREA

This Memorandum of Understanding is hereby entered into by the City of Jefferson, the City of St. Martins, the County of Cole, the City of Holts Summit, the Village of Lake Mykee, the County of Callaway, and the Missouri Highways and Transportation Commission.

WHEREAS, Federal legislation requires that a continuing and comprehensive transportation planning process including all modes of travel be carried on cooperatively between the State and urbanized areas of over 50,000 population to qualify for federal assistance in transportation projects in such areas (23 U.S.C. 134, 49, U.S.C. 1602-4); and,

WHEREAS, the Jefferson City, Missouri environs, consisting of all or parts of the City of Jefferson City, the City of St. Martins, the County of Cole, the City of Holts Summit, the Village of Lake Mykee, and the County of Callaway, was declared by the U.S. Bureau of the Census a newly qualified urbanized area for Census 2000 in the Federal Register, Volume 67, No. 84, published on Wednesday, May 1, 2002; and

WHEREAS, the City of Jefferson, the City of St. Martins, the County of Cole, the City of Holts Summit, the Village of Lake Mykee, the County of Callaway and the Missouri Highways and Transportation Commission wish to ensure continuity in the comprehensive and coordinated urban transportation planning process for the Jefferson City, Missouri environs.

NOW, THEREFORE, BE IT AGREED AS FOLLOWS:

### **Section 1. Establishment of Organization**

The City of Jefferson, the City of St. Martins, the County of Cole, the City of Holts Summit, the Village of Lake Mykee, the County of Callaway and the Missouri Highways and Transportation Commission do hereby approve and enter into this MEMORANDUM OF UNDERSTANDING for the establishment of a Metropolitan Planning Organization (MPO) for the Jefferson City, Missouri Urbanized Area, which shall be known as the **Capital Area Metropolitan Planning Organization (CAMPO)** for the purpose of cooperative urban multimodal transportation planning for the metropolitan area.

### **Section 2. Procedure**

The City of Jefferson, the City of St. Martins the County of Cole, the City of Holts Summit, the Village of Lake Mykee, the County of Callaway and the Missouri Highway and Transportation Commission will proceed in accordance with the provisions of this MEMORANDUM OF UNDERSTANDING, recognized transportation planning procedures, applicable Federal regulations and the cooperatively developed annual planning work program to carry out the purposes of this agreement.

### **Section 3. Board of Directors; Membership**

Voting Members. There shall be eleven (11) voting members on the Board of Directors, comprised as follows:

- A. Jefferson City: Six (6) voting members shall be appointed to represent the City of Jefferson:
  - Four (4) elected officials who shall be the Mayor or Councilmen;
  - Two (2) appointed officials (eg. City Administrator, Director of Community Development, Director of Transportation, Director of Parks, Recreation & Forestry, or other appointed official).
- B. Cole County: Two (2) voting members shall be appointed to represent the County of Cole:
  - One elected official who shall be the Presiding Commissioner or Associate Commissioner;
  - One appointed official (eg. Director of Public Works).
- C. Callaway County: One (1) voting member shall be appointed to represent the County of Callaway:
  - One (1) elected or appointed official: (eg. Presiding Commissioner, Associate Commissioner, Director of Public Works).
- D. Small City Member. One (1) voting member shall be appointed from Holts Summit or one of the small cities outside the City of Jefferson within the Metropolitan Planning Organization.
- E. Missouri Department of Transportation: One (1) voting member shall represent the Missouri Department of Transportation (eg. District 5 Engineer).

Ex-Officio Members. The following representatives shall be designated as ex-officio (non-voting) members of the Board of Directors:

- A. Two (2) representatives of Missouri Department of Transportation,
- B. One (1) representative of Federal Highway Administration,
- C. One (1) representative of Federal Transit Administration,
- D. One (1) representative from another federal or state agency,
- E. One (1) representative from the Jefferson City Area Chamber of Commerce Transportation Committee.

Appointment to the Board of Directors and Terms.

- A. Appointment to the Board of Directors shall be made by the respective governing bodies of each participating jurisdiction except as otherwise specified.
- B. Terms of Appointment, Voting Members. The voting members of the Board of Directors shall serve two year terms on the Board of Directors.
- C. Small City Member. The Small City Member shall be the mayor or chief elected official of a city outside of the City of Jefferson. The Small City Member shall rotate between the cities outside of Jefferson City.

- D. Ex-Officio Members. Ex-Officio Members shall be appointed by their respective organizations.
- E. Alternates. Each elected representative or board representative shall name one (1) elected or appointed official as an alternate, in writing, who may exercise full member powers during their absence. The alternate's term shall also correspond with the primary representative's term.
- F. Additional voting and non-voting ex-officio members shall be appointed as is deemed essential or necessary by the members of the Board of Directors, through the amendment of the bylaws.

#### **Section 4. Consensus on Data Used**

The City of Jefferson, the City of St. Martins, the County of Cole, the City of Holts Summit, the Village of Lake Mykee, the County of Callaway and the Missouri Highways and Transportation Commission, shall through the Board of Directors from this MEMORANDUM OF UNDERSTANDING, meet, review, and determine the data to be used or derived for the purpose of comprehensive and coordinated transportation planning for the Capital City metropolitan area in order to eliminate duplication of effort and provide a means for sharing information of mutual interest.

#### **Section 5. Local Financial Allocation & Staff Support**

The financial obligation to support the Metropolitan Planning Organization is 80% federal funds and 20% local matching funds. The local match shall be provided annually to the MPO as follows:

- City of Jefferson - 60%
- Cole County Commission - 25%
- Callaway County Commission - 15%

The City of Jefferson shall act as contractor for MPO planning funds and provide staff support to the Capital Area Metropolitan Planning Organization as identified in the annual Unified Planning Work Program approved by the Board of Directors. Information from the Unified Planning Work Program, including: socio-economic data, land use data, progress reports, technical reports and any other pertinent work will be available to the City of St. Martins, the County of Cole, the City of Holts Summit, the Village of Lake Mykee and the County of Callaway, any other participating jurisdictions, the Missouri Highways and Transportation Commission, and ex-officio members of the Board of Directors.

#### **Section 6. Assistance from the Missouri Highways and Transportation Commission.**

The Missouri Highways and Transportation Commission will provide assistance and expertise in the transportation planning process, and will assist in the development of alternative plans, existing and future travel data, and offer assistance and expertise in the development of technical reports.

**Section 7. Formation of Other Committees by the Board of Directors.**

A standing committee designated as the Technical Committee shall be appointed as set out in the By-Laws.

Ad hoc committees or study groups may be appointed by the Board of Directors as needs arise. Ad hoc committees or study groups shall have a specific charge and operate for a defined period of time.

**Section 8. Bylaws.**

Membership, purpose, operations, and procedures of the Board of Directors will be outlined in Bylaws established by the Board of Directors.

**Section 9. Severability**

Unless otherwise specified herein, this agreement constitutes the entire agreement between all parties with respect to this agreement supersedes all prior or contemporaneous communications and proposals (whether oral, written, or electronic) between all parties with respect to this Memorandum of Understanding. If any part of this Agreement is held invalid or unenforceable, that portion shall be construed in a manner consistent with applicable law to reflect, as nearly as possible, the original intentions of the parties, and the remaining portions shall remain in full force and effect.

**Section 10. Assignment**

The City of Jefferson, the City of St. Martins, the County of Cole, the City of Holts Summit, the Village of Lake Mykee, the County of Callaway and the Missouri Highways and Transportation Commission, shall not assign any interest in this Memorandum of Understanding, and shall not transfer any interest in the same (whether by assignment or novation).

**Section 11. Applicable Law.**

This Agreement shall be governed by and construed in accordance with the laws of the State of Missouri.

**Section 12. Right to Withdraw.**

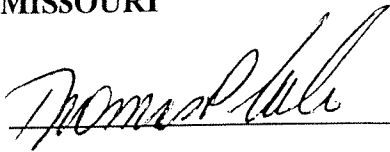
Should any party desire to withdraw may be permitted to do so upon giving ninety (90) days notice. This agreement may be cancelled in total with a 75% vote of the members.

**Section 13. Notices**

All notices, consents, authorizations, requests and statements hereunder shall be deemed to have been properly given if delivered and/or mailed by first class United States mail, postage prepaid, to:

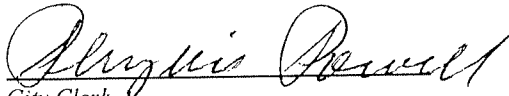
1. Mayor, City of Jefferson, 320 E. McCarty Street, Jefferson City, MO 65101
2. Presiding Commissioner, County of Cole, Cole County Courthouse,  
301 East High Street, Jefferson City, MO 65101
3. Presiding Commissioner, County of Callaway, Callaway County Courthouse,  
10 East Fifth Street, Fulton, MO 65251
4. Mayor, City of St. Martins, City Hall, 6913 Highway 50 West, Jefferson City, MO 65109
5. Mayor, City of Holts Summit, City Hall, 245 South Summit Drive,  
Holts Summit, MO 65043
6. Board of Trustees, Lake Mykee, P.O. Box 45, Holts Summit, MO 65043
7. Missouri Department of Transportation - District 5, PO Box 718, Jefferson City, MO 65102
8. Chief Engineer, Missouri Department of Transportation - P.O. Box 718, Jefferson City, Mo  
65102

**CITY OF JEFFERSON, MISSOURI**


By: 

Date: 3/19/03

ATTEST:

  
City Clerk

APPROVED AS TO FORM:

  
City Counselor

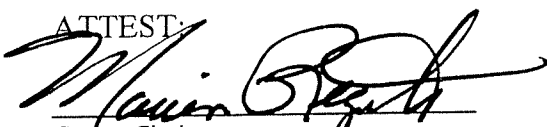
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**COLE COUNTY COMMISSION**


By:   
Presiding Commissioner

Date: 3/20/03

ATTEST:

  
County Clerk

APPROVED AS TO FORM:


  
Counsel

CALLAWAY COUNTY COMMISSION

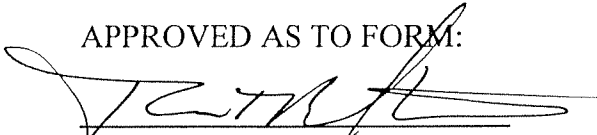
By:   
Presiding Commissioner

Date: 04-18-03

ATTEST:

  
County Clerk

APPROVED AS TO FORM:

  
Counsel

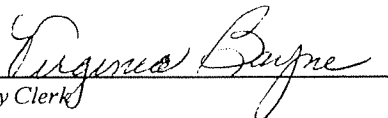
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CITY OF ST MARTINS, MISSOURI

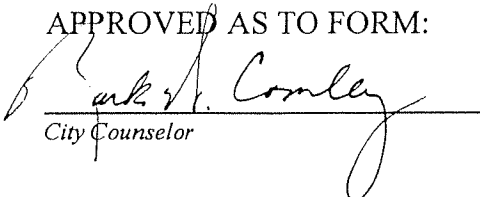
By:   
Mayor

Date: 3-20-03

ATTEST:

  
City Clerk

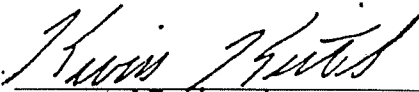
APPROVED AS TO FORM:

  
City Counselor





MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION

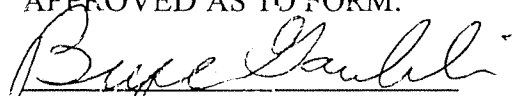
By:   
Chief Engineer

Date: April 30, 2003

ATTEST:

  
Secretary to the Commission

APPROVED AS TO FORM:

  
Commission Counsel